

# 2017 **Department** **Activity** Report

STONINGTON DEPARTMENT OF PUBLIC WORKS

ISSUED January 2018

#### DEPARTMENT MISSION

*The Department staff commits to bring our best to work each day with a positive professional attitude towards providing the highest level of service possible to our customers.*

## OVERVIEW

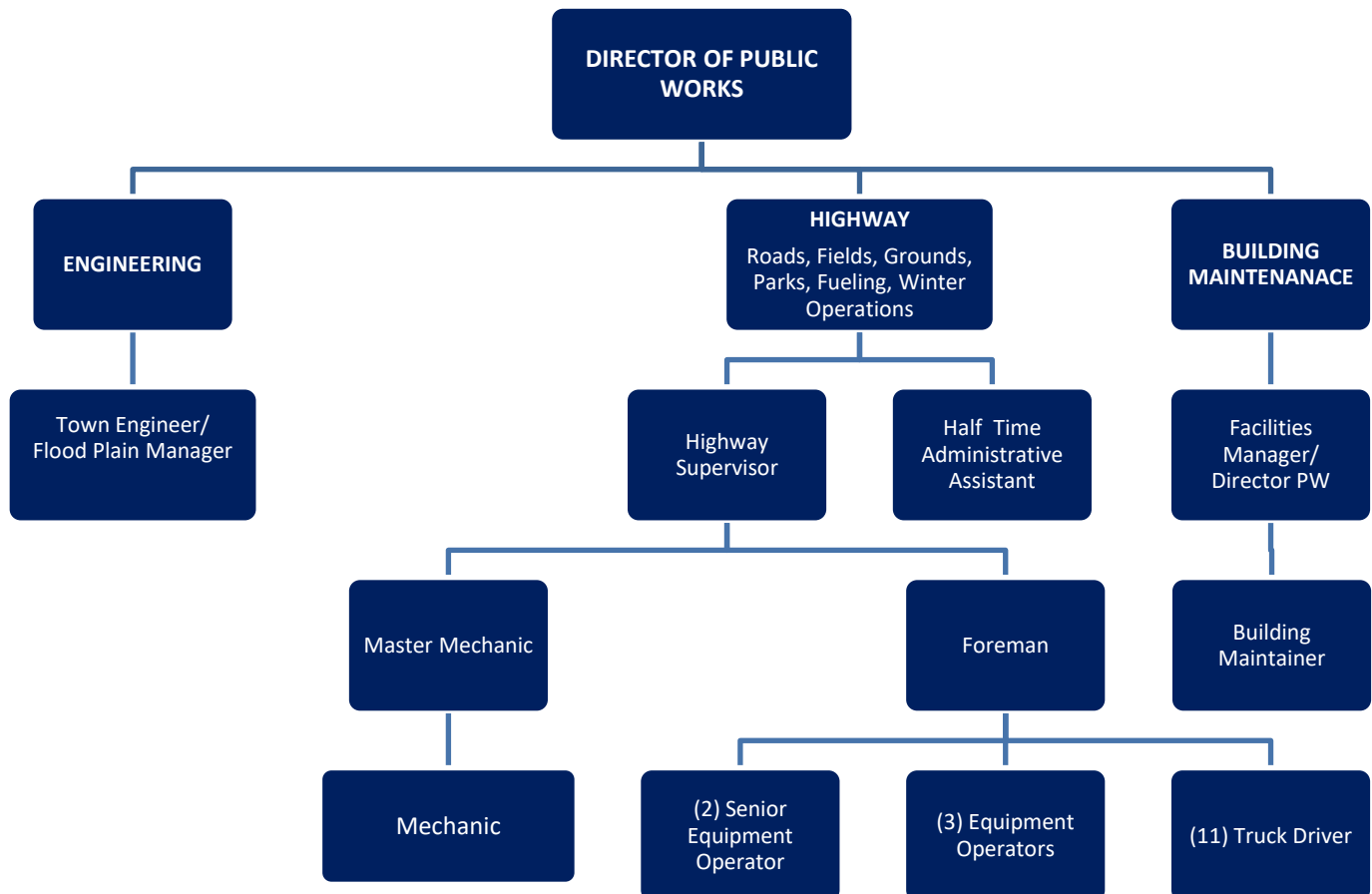
Public Works is an integral part of the many services provided to the residents. Whether it be the actual infrastructure of our roads, recreation on the fields and playgrounds, fueling services for school buses, or the buildings that Town employees come to work in everyday, Public Works is responsible for maintaining all of those many systems and assets. We achieve this through the labor and commitment that our highly skilled employees put into their jobs every day. They are the reason the Town's services stand above the rest.

On behalf of our entire staff of the Department of Public Works, it is my pleasure to present the 2017 Activity Report. I hope this report provides good insight into the services we provide as well as a better understanding of our daily operations.

Thank you,

Barbara McKrell, PE  
Public Works Director

### Department Organization



## ADMINISTRATION

Administration is overseen by the Director of Public Works, who is responsible for managing the Department's budget as well as developing and guiding the department's long-term direction and goals.

Administration also includes a half time (17.5 hours/week) administrative assistant. This position requires a professional fully-trained in every aspect of all Public Works Department work, to provide customer service (e.g., answer questions, inform residents about DPW operations).

The primary function and top priority of the administrative assistant is customer service. She answers all the incoming calls and inquiries at the Town Hall Public counter for Highway, Facilities, and Engineering and is the first point of contact for addressing resident concerns. The Administrative Assistant is also responsible for processing all invoices, creation and tracking of Purchase Orders, and scheduling facilities maintenance contractors.

## HIGHWAY DIVISION

Highway Division works to provide quality service in the following focus areas:

Road Maintenance	Fuel Services	Athletic Fields Maintenance	Grounds / Parks Maintenance	Fleet Maintenance
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### Road Maintenance

The Division maintains 113 miles of town-owned road surface, 32 miles of sidewalks (including sidewalks located along State-owned roads), over 1,600 catch basins, 8 bridges, and 24 drainage outfalls. Most employees maintain a commercial driver's license and are on call 24 hours a day.



## HIGHWAY DIVISION ACTIVITY

### ROAD SAFETY

- Snow Plowing
- Ice & Snow Control
- Pavement Markings

### MAINTENANCE

- Road conditions (e.g., patching)
- Sidewalk conditions
- Right-of-way conditions
- Roadside Litter Cleanup
- Street Sweeping
- Paving Projects
- Bridge Maintenance
- Mowing, trimming and tree removal
- Fleet maintenance

### ASSET MANAGEMENT

- Bridge replacement
- Drainage improvements
- Park development

### A LOOK AT THE NUMBERS...

Pavement Rehabilitation (miles)	<b>6.7</b>
Pavement Maintenance (miles)	<b>10.2</b>
Catch Basins: Repair/Rebuild	<b>55</b>
Leaves Collected (cubic yards)	<b>2041</b>
Events Supported	<b>24</b>
Fuel Dispensed (gallons)	<b>111,685</b>
Road Sweeping (miles)	<b>64</b>

## WINTER STORMS

The Division responded to a total of 14 winter storm events with a total snowfall of 27 inches, and applied approximately 1,597 tons of salt to clear the roads of the snow and ice last winter.



## PAVEMENT MANAGEMENT

Completed:

- 6.7 miles of road rehabilitation and maintenance including:  
Rossi Street  
Moss Street  
Island Road  
Old North Road  
North Main Street  
Mistuxet Ave  
Brown Street  
Pequotsepos Center
- 10.2 miles of preventative maintenance including  
Jerry Brown Road  
micropaving.

Due to loss of State Funding, pavement rehabilitation area was 30 percent less than the prior year. This will result in a reduction of our pavement condition.

## Construction Projects

Highway team completed a significant number of special construction projects in collaboration with the Beautification Committee and other Town Departments. This work was completed in-house by the Highway Division employees. Some of these projects include:

- Batting Cages in Spellman Park located at the Stonington High School.
- Human Services Building Landscape Improvements.
- Taugwonk Road Roadside Vegetation
- FEMA Compliance Assistance
- Mystic River Boathouse Park Rehabilitation
- Downtown Pawcatuck Bridge Planters
- Jim Ballato Memorial Monument and Plaque
- Police Department Parking Lot Improvements

Highway team are highly skilled in executing drainage improvements, sidewalk construction and all types of excavation. This year we addressed repairs and reconstruction of 2.7 times more drainage structures than we completed the prior construction year.



Batting Cages at High School



Roadside Drainage



Human Services Beautification



## Fueling Services

The Highway Division is responsible for the management of the fueling station at the Highway Garage. This facility provides fuel services for the Town with the exception of the Police Department and Pawcatuck Fire Department.

Diesel is the highest use of fuel and is used by most of the School District's school buses that fuel at the town's facility. The diesel tank holds 6,000 gallons and during the school year 3,000 gallons are used each week. The town also has a 4,000 gallon for unleaded fuel.

## Athletic Fields Maintenance

Maintenance of Stonington athletic fields located at Stonington High School/Spellman Park Complex, Pawcatuck Middle School, and Mystic Middle School totaling 23.3 acres. In-house services included fertilization, over-seeding, topdressing, pesticide application, grass cutting, lining fields typically for three sports per field, softball field game prep (groom/rack/line/water) and irrigation. Field maintenance starts in mid March and continues through early November during this time two full time employees are dedicated to this work.

The Town has an extremely knowledgeable and skilled staff allowing them to do most of the field maintenance in-house. Two members of the Department are State certified applicators at the supervisory level.

### Work Completed 2017

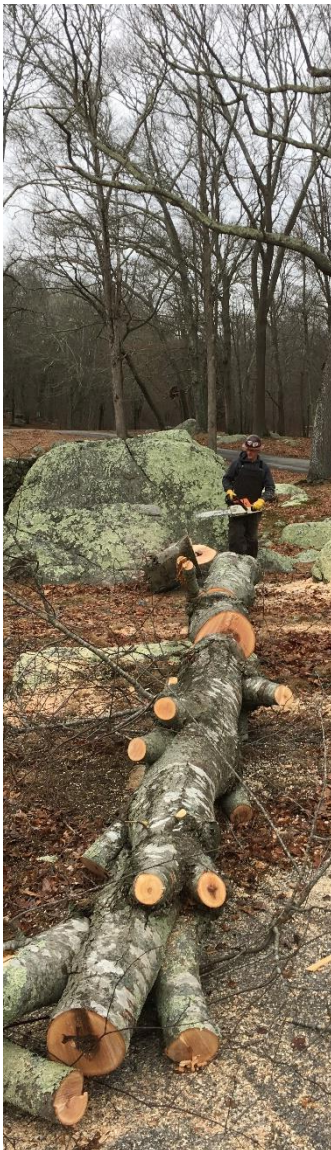
FIELD	CUTS	LINED	AERATE/TOP-DRESS/OVERSEED
<b>Stonington High School / Spellman Park (17.5 Acres)</b>			
Piver Soccer	34	17	3
Softball (65 event preps)	30	18	1
Ballato Field	34	25	3
All Purpose	31	23	3
Practice	13	12	1
Commons Area	23	NA	0
<b>Mystic Middle (2 Acres)</b>			
MM All	30	13	2
<b>Pawcatuck Middle (3.8 Acres)</b>			
PM All	17	21	2
<b>TOTAL</b>	<b>212</b>	<b>129</b>	<b>15</b>



## Grounds / Park Maintenance

The Highway Division is responsible for maintenance of cemeteries, parks, and the grounds around Town and School Buildings and Facilities.

Tree removal at  
the Pavilions



LOCATION	RESPONSIBILITIES
<b>STREETSCAPES</b>	
Downtown Pawcatuck	All improvements along State Roads
Downtown Mystic	All improvements along State Roads
<b>BUILDINGS</b>	
Town Hall	Mowing, pruning and leaf collection
Highway Garage	Mowing, pruning and leaf collection
Human Services	Mowing
Police Department	Mowing
Pawcatuck Neighborhood Center	Mowing, pruning and leaf collection
Fourth District Voting Hall	Mowing, pruning and leaf collection
<b>PARKS</b>	
Mystic River Boathouse Park	Mowing, vegetation management, and execution general maintenance work
East & West Pavilions	All maintenance of facilities and grounds
Old Mystic Playground, Borough Playground, Spellman Playground, Donahue Park, Veterans Memorial	All maintenance of facilities and grounds (3.9 acres)
Cemeteries (37)	Mowing, pruning, leaf collection, general maintenance
<b>COASTAL INFRASTRUCTURE</b>	
Pawcatuck Dike Facility	Full maintenance of facilities and grounds
Town Dock Facility	Mowing, vegetation management of green spaces.
<b>SCHOOLS</b>	
Deans Mill School	Mowing
West Vine School	Mowing
Broad Street School	Mowing
Mystic Middle School	Mowing
Pawcatuck Middle School	Mowing
School Administration Building	Mowing

## Fleet Maintenance

There is currently one employee dedicated to Fleet Maintenance, the Master Mechanic. The Mechanic position is currently vacant. The fleet is managed by the Highway Supervisor. They are responsible for the maintenance and emergency work on 70 fleet vehicles/large equipment as well as a significant amount of small equipment.

This year the Department facilitated the replacement of two 6-wheel dump trucks, two 1 ton utility trucks, one pick-up truck, and a compressor. All of the new equipment will replace existing that is 10 to 2 years past their recommended life. This year's procurement has allowed us to reduce the percentage of equipment past its useful life from 36 to 20.

The Department continues to use our Fleet Management and Replacement Program to make informed recommendations for replacement. The Department of Public Works Fleet Management Program promotes an orderly system of purchasing and funding all vehicles and equipment including and over \$5,000. More detailed information can be found in a separate report.

## ENGINEERING DIVISION

The Engineering Department is responsible for providing technical review of land use applications, support to the respective land use commissions, Town Boards and Town Departments, manages compliance of different town related CTDEEP permits and assists in the development, management and oversight of municipal projects. The Town Engineer is also the community floodplain manager and CRS coordinator.

### **CTDEEP:**

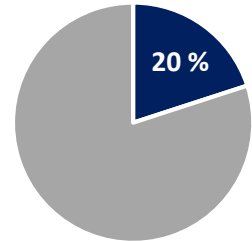
Town lead in the creation of the Town's Stormwater Management Plan for compliance with CTDEEP's new MS4 Stormwater General Permit.

### **FEMA:**

- Successfully managed the re-entry of the town into the CRS program with an improved rating from a level 9 to level 8. This included management and oversight of two residential compliance mitigation projects.
- Provided technical review of all new construction and substantial improvements within flood hazard zones
- Provided general flood plain development advice and insurance related information to numerous different citizens, businesses, realtors, contractors, architects, engineers, etc.

### **FLEET AGE**

**20 percent** of DPW trucks are past their useful lifespan:



It is recommended that the CIP be funded \$420,000 per year over the next 20 years to replenish the aged and worn trucks & equipment.

### **ENGINEERING PROJECT MANAGEMENT**

- Bridges:
  - North Stonington Rd
  - Lantern Hill Rd
  - Stillman Ave
- Bayview Ave drainage
- Pawcatuck Hurricane Flood Control Improvements

### **LAND USE – DEVELOPMENT PERMIT TECHNICAL REVIEW**

- Perkins Farm
- Ocean Community YMCA
- Mystic Estates Subdivision – Toll Brothers
- Spruce Ridge
- Perkins Farm Master Plan
- Mystic Harbor Landing
- Deans Mill & West Vine Street School Projects
- East Main Street Mixed Use Building
- Mystic Hendels



## DPW PERSONNEL

### YEARS OF SERVICE

ADMINISTRATION	
Barbara McKrell	4
Melanie Fritz	40
HIGHWAY DIVISION	
Tom Curioso	2
Kevin Simmons	42
Tim Keena	33
Steve Burdick	28
Joseph Balestracci	23
Tim Gouvin	23
Bruce Bogue	20
Ernie Santos	17
Paul Thomas	17
Victor Lima	17
Daniel Oliverio	15
Nate Miceli	12
Adam Brown	11
Steve McNair	10
Joseph Ferraro	5
Pat Keena	3
Michael Bessette	2
Jim Gartska	1
Vacant Operator	---
Vacant Mechanic	---
ENGINEERING DIVISION	
Scot Deledda	4
BUILDING MAINTENANCE DIVISION	
Michael Dennis	11

## BUILDING OPERATIONS DIVISION

The Public Works Director is also the Facility Manager. This division employs one full time Building Maintainer responsible for custodial and semi-skilled maintenance repair work. Technical repairs and maintenance of the facilities are completed by external contractors managed by the Public Works Director and her team. The facilities the Division is responsible for include:

- Eight (8) Town buildings (Town Hall, Two (2) Town Highway Garages, Human Services Building, Pawcatuck Neighborhood Center, Fourth District Voting Hall, Mystic River Boathouse Park Existing Onsite Structures)
- Two (2) Picnic Grounds (East and West Pavilions)
- Six (6) Parks & Playgrounds (Old Mystic Playground, Borough Playground, Spellman Playground, Donahue Park, Veterans Memorial, Mystic River Boathouse Park)
- Pawcatuck Dike Facility
- Town Dock Facility
- Street Lighting Maintenance

This Division utilizes FacilityDude, a maintenance management system to improve work order tracking and efficiency for Town facilities in collaboration with other Departments including Police and the School District.

